



European School LLC

შპს ევროპული სკოლა

Unified Procedure for Document Management LLC "European School"



Review Frequency: Annual

The document was written by: Human Resources Management Division/Legal Division

The document was written in: October 2017

Last reviewed by: Human Resources Management Division/Legal Division/Department Heads

Last review date: December 2024

Sophio Bazadze
Director



2 I. Skhirtladze Str. Tbilisi, 0177, Georgia
Tel: (032) 239 59 64,
info@europeanschool.ge
www.europeanschool.ge
ს/კ: 205172917

Contents

Chapter I	4
General Provisions	4
Article 1. Scope.....	4
Article 2. Organization of Document Flow	5
Article 3. Incoming Documentation.....	5
Article 4. Outgoing Documentation.....	6
Article 5. Internal Documentation.....	6
Article 6. Preparation and Issuance of Orders.....	7
Article 7. Rules for Issuing and Recording Orders.....	7
Article 8. Protocols.....	8
Article 9. Letter Formatting.....	8
Article 10. Certificate.....	8
Article 11. Documentation Related to Human Resources at the European School.....	9
Article 12. European School Letterhead.....	9
Article 13. Contracts.....	9
Article 14. Rules for Reviewing Correspondence and Preparing Responses.....	9
Article 15. Rules for Document Preparation in the School's Structural Units.....	10
Article 16. Rules for Processing Outgoing Documents.....	11
Article 17. Rules for Printing and Issuing Copies of Documents.....	11
Chapter II Registration Journals	12
Article 18. Documentation Registration Journals.....	12
Article 19. Registration of Incoming Documents.....	13
Article 20. Assignment of Registration Numbers to Incoming Documents.....	13
Article 21. Processing of Incoming Documents.....	13
Article 22. Rules for Processing Envelopes.....	13
Article 23. Identifying Deficiencies.....	14
Article 24. Outgoing Documentation Registration Journal.....	14

Article 25. Document Storage	14
Article 26. Student Orders Registration Journal	14
Article 27. General Orders Registration Journal	14
Article 28. Human Resources Orders and Official Certificates Registration Journals	15
Article 29. Transitional Provisions.....	15
Journal N1.....	16
Journal N2.....	19
Journal N3.....	22
Journal N4.....	25
Journal N5.....	29
Journal N6.....	32

Chapter I

General Provisions

Article 1. Scope

1. The present Unified Procedure for Document Management (hereinafter referred to as the "Procedure") of LLC "European School" (hereinafter referred to as the "School") is developed in accordance with the requirements established by Georgian legislation. It establishes uniform requirements for document flow, control of document execution, organization, and preparation for the further storage and use of documents related to the activities of the European School.
2. This Procedure applies to all types of documentation (including electronic documents) of the European School and establishes unified and mandatory document management rules for all employees.
3. The Document Management Procedure applies to electronically received documentation only if the document is received via the European School's official email address: Info@europeanschool.ge. This is applicable if document registration is necessary based on the document's content, if sending the original is not possible for certain reasons, and/or if the document's dispatch requires significant time, potentially restricting the rights of interested parties.
4. All structural units, employees, and any other persons/institutions associated with the European School are obliged to comply with the directives of the European School Director and adhere to the requirements of this Procedure. Failure to comply grants the European School the right to reject specific correspondence/documents.
5. European School employees are responsible for safeguarding official documents and maintaining the confidentiality of the information contained therein. Draft orders of the European School Director and Administrative Manager, as well as other types of official documents during their preparation process, are confidential.
6. In the event of loss, destruction, or deletion of incoming documents at the European School, the responsible person must immediately notify the head of the relevant structural unit and the individual responsible for document management.
7. Before taking leave or embarking on an extended business trip, employees must transfer the documentation for which they are responsible to another employee, as instructed by the head of the structural unit or their immediate supervisor. In the case of dismissal, employees are obligated to hand over all documents, in accordance with a specified inventory, to the head of the structural unit, immediate supervisor, or another designated person.
8. Document management at the European School is carried out by the person responsible for document management, specifically the Senior Reception Specialist/Reception Specialist, unless the Document Management Procedure specifies otherwise.
9. The authority to send documentation (outgoing documentation) and electronic mail on behalf of the European School is vested in the Director and/or the Administrative Manager unless otherwise determined by their decision or the Document Management Procedure.
10. Programme Heads, Heads of Subject Departments, and other structural unit leaders are authorized to use the school's letterhead and electronic mail for correspondence related to matters within their areas of competence. When using the school's letterhead or corresponding via electronic mail, the content of the correspondence must be coordinated with the Director

and/or the Administrative Manager. In the case of electronic correspondence, the Director and/or the Administrative Manager must be included as additional recipients in the address field (Cc or Bcc).

11. The use of letterheads is prohibited for internal correspondence within the European School.
12. The documentation of the European School is assigned an appropriate index within the scope of the authority/competence defined by the school's charter for the Director and the Administrative Manager:
 - Documents falling under the Director's competence/authority and requiring their signature are assigned the index "1".
 - Documents under the Administrative Manager's authority are assigned the index "2".
 - The index "3" is used for documents signed by other employees of the European School if such authority is granted.

Article 2. Organization of Document Flow

1. Document flow constitutes a unified cycle of documentation movement within the European School, starting from its creation and/or receipt to its execution, dispatch, storage, or destruction.
2. Document flow encompasses three types of documentation:
 - a) Incoming documentation received by the European School;
 - b) Outgoing documentation sent from the European School;
 - c) Internal documentation within the European School.

Article 3. Incoming Documentation

1. Incoming documentation includes all correspondence/applications received by the European School from state authorities, organizations (regardless of their organizational-legal form), institutions, international organizations, or foreign states, in the form of applications, letters, complaints, decrees, decisions, orders, directives, instructions, various types of reports, letters, acts, as well as letters, complaints, and applications from individuals.
2. Correspondence is received through direct submission to the European School by the interested party, by mail, or via electronic mail.
3. Correspondence is accepted daily, except on weekends and non-working days defined by the Organic Law of Georgia on the "Labor Code of Georgia," its provisions, or as determined by the school's decision, between 9:00 AM and 5:00 PM. Correspondence received by electronic mail after 5:00 PM is registered on the next business day.
4. If the interested party participates in interactions through a representative, the correspondence submitted to the European School must be accompanied by a written power of attorney issued in accordance with the rules established by legislation.
5. The following items are not subject to registration: statistical compilations, books, brochures, booklets, newspapers, advertisements, and/or other informational notices/announcements, journals, periodicals, greeting or invitation cards, and other similar documents of analogous nature/content.
6. The receipt and recording of incoming correspondence at the European School are performed by the Reception Manager/Reception Assistants. Incoming correspondence must not be received or recorded directly by the structural units of the European School without involving the Reception

Manager/Reception Assistants unless otherwise determined by the Director's decision or the Document Management Procedure.

7. Upon opening the envelope/electronic mail, the accuracy of the recipient's address, the integrity of the envelope, and the consistency of the numbers indicated on the envelope and the document are verified. If a discrepancy is identified, a report is drawn up in three copies: one is attached to the document, the second is sent to the document's sender, and the third remains with the Reception Manager/Reception Assistants. Envelopes sent to the wrong address or intended for another recipient are returned to the sender.
8. Envelopes marked as "Personal" or with other annotations indicating they should remain unopened are registered based on the data indicated on the envelope and delivered unopened to the recipient.
9. The envelope of incoming documentation is retained only if the document does not indicate the date or sender or if there is a significant difference between the date of dispatch and the date of receipt by the school.
10. The Reception Manager/Reception Assistants registers the document (or its printed copy in the case of electronic mail, with the sender's identity, receipt date, and time noted) by assigning a registration number and the receipt date in the upper-right corner. Re-registration of the document is not allowed.
11. Incoming correspondence is recorded in the Incoming Correspondence Register and assigned sequential numbers throughout the calendar year.
12. All incoming documentation containing information on significant matters within the interest area of the European School and/or requiring decisions by the Director or the Administrative Manager is delivered to the Director/Administrative Manager according to their respective authority.
13. If a resolution assigns a task to multiple employees, the primary executor is the individual listed first in the resolution. The remaining executors are obligated to provide all necessary information to the primary executor. The Reception Manager/Reception Assistants must duplicate and distribute the information/document to all executors. If this is technically or otherwise infeasible, the documentation is provided to the primary executor, and the other executors are informed accordingly.

Article 4. Outgoing Documentation

1. Outgoing documentation includes all correspondence issued by or sent from the European School, such as applications, letters, complaints, decisions, orders, directives, instructions, various types of reports, letters, acts, and certificates.
2. Correspondence is dispatched from the European School to the interested party by physical delivery at the school, by postal service, or via electronic mail.

Article 5. Internal Documentation

1. Internal documentation of the European School refers to legal or other types of acts, letters, applications, appeals, and other documents created by the European School within the scope of its competence.
2. Internal documentation of the European School includes:
 - a) Orders;

- b) Decisions and minutes of relevant structural units;
- c) Letters;
- d) Explanatory notes;
- e) Certificates;
- f) Other types of documents maintained and preserved within the European School.

Article 6. Preparation and Issuance of Orders

1. Decisions made by the Director and/or Administrative Manager of the European School within the scope of their authority are issued in the form of orders.
2. An order remains in force indefinitely unless it is revoked, its validity period as specified in the order expires, or another act regulating the same matter differently is adopted.
3. The authority to issue, revoke, or amend orders lies with the Director and/or the Administrative Manager, as per their respective competences.

Article 7. Rules for Issuing and Recording Orders

1. Orders are issued on the school's official letterhead and must include the following requisites:
 - a) Date of issuance (day, month, year);
 - b) The issuing authority;
 - c) Title of the order;
 - d) Name, surname, and signature of the authorized official;
 - e) Effective date of the order;
 - f) School's seal;
 - g) Serial number assigned sequentially during the calendar year.
2. The registration number of an order comprises the sequential number of the order issued within the calendar year. Sequentially is determined through registration in the Order Logbook.
3. Draft orders are developed by structural units of the European School either at the direction of the school's management or on their own initiative.
4. Orders, arranged by issuance date and registration number, are stored in a designated order file.
5. The directive part of an order begins with the phrase "I ORDER." The directive section includes specific actions and deadlines for execution (if necessary). If an order supplements, amends, or revokes previously issued orders or specific provisions therein, this must be stated in the text of the order. The last paragraph of the directive section specifies the official responsible for monitoring the order's implementation (if applicable).
6. If schedules, diagrams, tables, or other attachments accompany an order, such information may be approved as an annex to the order.
7. The draft of an order, printed on the school's letterhead and prepared for signature, must, if necessary, be endorsed by the head of the relevant structural unit and may also be endorsed by the structural unit/employee with whom the order's content was coordinated. The endorsed and signed copy of the order is stored with the individual responsible for document management, unless otherwise specified by the Document Management Procedure.

Article 8. Protocols

1. The proceedings of discussions and decision-making during meetings of commissions, committees, councils, and working sessions established within the European School are documented in protocols. Protocols are prepared based on meeting recordings, stenographs, and other materials created for the meetings.
2. Protocols are dated and stored with the person responsible for document management or the individual responsible for drafting the protocol.
3. If a decision includes instructions or assignments for specific employees or structural units, the decision is communicated by providing a copy of the decision, which the relevant employee or structural unit head confirms with a signature. Decisions may also be sent via email.

Article 9. Letter Formatting

1. To address matters within the European School's sphere of interest, the school sends letters to various institutions, as well as physical and legal entities.
2. Letters sent from the European School are formatted on official letterhead, printed on A4-sized paper (210x297mm).
3. Each outgoing letter must include a list of mandatory requisites to ensure its legal validity. The following requisites must be indicated in the letter:
 - a) Name of the school;
 - b) Address;
 - c) Registration number of the document;
 - d) Recipient;
 - e) Number of attachments (if applicable);
 - f) Signature of the authorized person;
 - g) School's seal.
4. If attachments are included, the letter should indicate this following the text: "Attachment: ... pages." If there are multiple attachments, the attached documents should be listed. Where possible, the attachment should be marked in the top right corner with "Attachment No. ...".
5. Outgoing documents may be signed by the Director and/or the Administrative Manager or, in their absence, by an acting official. The Director and/or Administrative Manager may also use a facsimile signature.

Article 10. Certificate

1. Certificates are prepared and issued based on the instructions of the European School's management, upon the request of an authorized organization, or at the oral request or written application of the school's staff, students, or legal representatives of students.
2. Certificates include only factual information without any conclusions, suggestions, or recommendations. The data provided in the certificate pertains to a specific period.
3. Certificates are prepared on the school's letterhead and signed by the Director and/or the Administrative Manager (as per their competence).

Article 11. Documentation Related to Human Resources at the European School

1. Orders regarding employment, dismissal, leave, and business trips are prepared and recorded by the personnel of the Human Resources Management Division based on instructions from the Director or the Administrative Manager.
2. Official certificates issued by the Director or Administrative Manager are prepared and recorded by the Human Resources Management Division.
3. A personal file is created for each employee and maintained by the Human Resources Management Division.
4. In the case of a business trip, the Human Resources Management Division prepares an order based on a request from the relevant structural unit head. The order is signed by the Director or the Administrative Manager.
5. Responsibility for managing documents related to human resources lies with the Human Resources Management Division and its Head.

Article 12. European School Letterhead

1. A unified letterhead has been established for the European School, used for formatting orders, letters, and certificates.

Article 13. Contracts

1. The following types of contracts are included:
 - 1.1. Employment Agreement;
 - 1.2. Educational service contracts for students;
 - 1.3. Service Agreements and Procurement contracts;
 - 1.4. Educational care service contracts for pupils;
 - 1.5. Other types of contracts.
2. Contracts must include the date (day, month, year), the signature of the authorized person, and the school's seal.
3. Contracts are stored in a designated file for contracts and kept with authorized personnel. A scanned or photographed electronic version of an educational or care service contract for a student, signed by the legal representative, is considered a validly received signed contract by the school.
4. Templates for employment agreements and educational or care service contracts for students/pupils are prepared by the school's Legal Division.

Article 14. Rules for Reviewing Correspondence and Preparing Responses

1. The Director/Administrative Manager reviews registered correspondence and forwards the documents to the head of the structural unit or employee responsible for execution.

2. If specific documents or information necessary for resolving the matter are not submitted to the school, the sender is given a deadline to provide the required documents or information. If the requested document or information in Georgian is not provided within the specified timeframe, the school reserves the right to leave the correspondence unreviewed, with an appropriate note made in the Incoming Correspondence Register.
3. Responses to correspondence are prepared on the European School's letterhead and sent to the recipient. A copy of the sent document (including electronic versions) is retained by the school.
4. The response to correspondence must include:
 - 4.1. For individuals: name, surname, and address; for legal entities: name and legal and/or factual address;
 - 4.2. The main content of the response;
 - 4.3. A note on the number of attached pages (if any);
 - 4.4. The signature of the Director and/or Administrative Manager.
5. If the incoming correspondence does not require a response or any action from the school, an appropriate note is made in the relevant log.
6. A copy of the response prepared for the correspondence, along with any attachments (if applicable) and the original incoming correspondence (if the action was initiated based on it), is stored at the school.
7. The Reception Manager/Reception Assistants is responsible for the movement of documents between structural units within the European School.
8. Registered incoming documents are delivered to the responsible executor through the Reception Manager/Reception Assistants following the resolution of the Director/Administrative Manager. The transfer is recorded by a signature and date on the document copy and/or in the relevant logbook.

Article 15. Rules for Document Preparation in the School's Structural Units

1. The preparation and formatting of documents within the school's structural units must adhere to the following requirements:
 - The content of the document must be concise, clear, and well-reasoned.
 - If the document includes an attachment referenced in the text, it must be noted at the end of the text as follows: "Attachment: ___ pages."
 - Documents for the Director and/or Administrative Manager are prepared by the school's structural units.
2. A document's signature must include the title of the signatory's position, their personal signature, and its legible transcription.
3. The document must be signed by the person indicated in the requisites.
4. If the Director and/or Administrative Manager are absent due to leave, business trips, or other circumstances, the document must be signed by an authorized representative.
5. Two or more signatures are required if multiple officials are responsible for the document's content. In such cases, the document is assigned the index of the structurally superior official. Financial, material, and credit-related documents that serve as a basis for the receipt and transfer

of funds, goods, and other valuables or that alter credit and settlement obligations with other institutions must be signed by the Administrative Manager of the European School.

6. Document approval, if required, is formalized with a visa, which includes the personal signature of the approver. The signature transcription is mandatory, and, if necessary, the approver's position may also be indicated.
7. Documents are first approved by the executor, followed by the head of the structural unit and any other employees whose agreement the executor deems necessary. Visas are placed on the copy of the document retained by the European School. For order drafts, visas are placed on the reverse side of the letterhead. The structural unit that prepared the document is responsible for collecting the required visas.

Article 16. Rules for Processing Outgoing Documents

1. When sending a document, the following rules must be observed:
 - If the document is addressed only to the institution, it must use the nominative case. If it includes the position, name, and surname of an individual, the dative case must be used.
 - If the document is sent to multiple recipients, all copies to be sent must be individually signed.
2. Outgoing documents are submitted to the Reception Manager/Reception Assistants in two copies:
 - The first, signed copy, is sent to the recipient.
 - The second, endorsed copy (as indicated by the executor), remains with the Reception Manager/Reception Assistants.
Both copies are assigned an outgoing number by the Reception Manager/Reception Assistants and recorded in the sent correspondence log/electronic log.
3. Outgoing documents are processed by the Reception Manager/Reception Assistants in accordance with postal regulations and dispatched via mail, fax, email, or hand delivery. Documents addressed to the same recipient are placed in a single envelope, on which the numbers of all included documents are noted.
4. To send a letter, the executor must provide the Reception Manager/Reception Assistants with the recipient's address; for fax submissions, the fax number; and for email submissions, the email address.
5. Documents requiring return must be marked on the right-hand side with the inscription: "To be returned."

Article 17. Rules for Printing and Issuing Copies of Documents

1. Documents must be printed on the European School's letterhead following these formatting rules:
 - Font (Georgian/English): Sylfaen
 - Font size: 11
 - Font color: Black
 - Page margins (for MS Word, Page Layout: Margins: Normal):
 - Top: 0.79 inches
 - Bottom: 0.79 inches
 - Right: 0.59 inches
 - Left: 1.18 inches
 - Line spacing: 1.5
2. Emails sent from the European School must comply with the following requirements:

- Font (Georgian/English): Sylfaen
 - Font size: Normal
 - Font color: Black
3. When making a copy of a signed document, the copy must include the following notation in the lower-right corner: “Copy is identical to the original” with the certifying person’s name, surname, signature, and date. The copy must also bear the school’s seal.
 4. Copies of documents stored at the European School may be issued to interested parties provided the document does not contain commercial or personal secrets belonging to the school or other persons.
 5. Interested parties requesting a document copy must submit a corresponding application to the School Director and/or the Administrative Manager.
 6. The requested information must be provided to the interested party within a reasonable time.
 7. It is prohibited to issue or certify a copy of a document that does not fully match the original stored at the school, has compromised integrity, or was copied from an uncertified document issued by another institution.
 8. The decision to classify information as the commercial secret of the European School is made by the Director and/or the Administrative Manager (as per their competence).
 9. Orders issued by the School Director/Administrative Manager are reproduced by the Director’s Assistant and sent, if necessary, to the persons and structural units mentioned in the order via email.

Chapter II

Registration Journals

Article 18. Documentation Registration Journals

1. To account for documentation, the European School maintains the following registration journals:
 - 1.1. General Orders Registration Journal;
 - 1.2. Student Orders Registration Journal;
 - 1.3. Incoming Correspondence Registration Journal;
 - 1.4. Outgoing Correspondence Registration Journal;
 - 1.5. Human Resources Documentation Registration Journal;
 - 1.6. Official Certificates Registration Journal.
2. Additional types of registration journals may be created based on decisions made by the Director and/or Administrative Manager (as per their competence).
3. Journals may be maintained in either physical or electronic formats. For journals kept in electronic format, technical security must be ensured. Furthermore, at the end of each year, electronic journals must be printed, certified with the school’s seal, and approved by the Director of the European School.

Article 19. Registration of Incoming Documents

1. Document registration involves recording the receipt of a document, including assigning a registration number and entering relevant information about the document in the registration journal.
2. In the first column of the Incoming Correspondence Registration Journal, the registration number and date of receipt of the incoming document are recorded. In the second column, the registration number and issuance date of the incoming document (if available) are noted.
3. The number of pages and attachments in the incoming document is recorded in the fourth and fifth columns, respectively.
4. Control over financial documentation received by the school is ensured by the Administrative Manager.

Article 20. Assignment of Registration Numbers to Incoming Documents

1. Each incoming document is assigned a registration number, consisting of the index of the registration journal and the sequential number of the document.
2. The components of the registration number are separated by a forward slash (/).
3. The registration number is assigned to the document at the time of its registration.

Article 21. Processing of Incoming Documents

1. For further action, the Director and/or Administrative Manager forwards the document to the authorized person responsible for addressing the issue.
2. To proceed with processing, every incoming document must include the following mandatory requisites:
 - a) The name of the school;
 - b) The identity, address, and contact details of the applicant;
 - c) The applicant's request;
 - d) The date of submission and the applicant's signature;
 - e) Any supporting documents attached to the application (if applicable).
3. At the school administration's request, documents in foreign languages must be accompanied by a notarized Georgian translation.
4. If a person submits a foreign-language document without a notarized Georgian translation, the European School may set an additional deadline for providing such a translation.
5. If the individuals referenced in paragraphs 3 and 4 fail to provide a notarized translation within the specified timeframe, the European School reserves the right to extend the deadline or leave the application unreviewed.

Article 22. Rules for Processing Envelopes

1. Envelopes accompanying incoming documents are destroyed, except in the following cases:
 - a) The postmark date on the envelope establishes the document's dispatch date, which significantly differs from the document's receipt date.
 - b) The recipient's address can only be determined from the envelope.

2. Envelope destruction is carried out by the individual responsible for document management on the day the envelope is received by the school.

Article 23. Identifying Deficiencies

1. If any requisite specified by this Document Management Procedure is missing, the Director and/or Administrative Manager notifies the document originator about the deficiency and sets a reasonable timeframe for its correction.
2. In cases where the address or contact information is missing, the document is stored with the Reception Manager/Reception Assistants until requested by the applicant.
3. If a deficiency is discovered in incoming documentation, a special note is made in the registration journal.
4. Failure to correct the deficiency within the specified timeframe is grounds for leaving the document unreviewed, with a corresponding note made in the relevant journal.

Article 24. Outgoing Documentation Registration Journal

1. Completed documentation is submitted to the Reception Manager/Reception Assistants, who registers it, assigns a registration number and date, and records it in the Outgoing Documentation Registration Journal. If an outgoing document does not meet any of the above requirements, it is returned to the executor for final revision.

Article 25. Document Storage

1. Copies of original documents sent from the school (including electronic copies of documents/information sent via the school's official email) are subject to mandatory storage.

Article 26. Student Orders Registration Journal

1. The Student Orders Registration Journal records orders issued by the Director regarding student movements, such as enrollment, withdrawal, promotion to the next grade, program changes, level completion, transfer to a parallel class, status suspension, status reinstatement, status termination, student commendation, and more.
2. The European School's Admissions and Enrollment Office is responsible for executing, recording, and storing these orders in accordance with this procedure.

Article 27. General Orders Registration Journal

1. The General Orders Registration Journal records orders issued by the Director and/or Administrative Manager related to the regulation of the educational process. These include orders approving the school's statutes, rules, instructions, and other documentation (e.g., internal regulations, school curriculum, unified document management procedure) as well as other orders concerning the educational process and other activities of the school.
2. Responsibility for maintaining and storing the General Orders Registration Journal in accordance with this procedure lies with the Director's Assistant.

Article 28. Human Resources Orders and Official Certificates Registration Journals

1. The Human Resources Orders Registration Journal records orders issued by the Director and/or Administrative Manager concerning employees. These include orders on recruitment, dismissal, business trips, commendations, termination/suspension of employment relationships, reinstatement of temporarily suspended employment relationships, and similar matters.
2. The Official Certificates Registration Journal records certificates issued by the Director and/or Administrative Manager related to employees or contractors. These certificates may contain personal/confidential information associated with their work at the European School, such as salary or remuneration details.
3. The Human Resources Management Division is responsible for the execution of human resources-related orders, as well as the recording and storage of human resources orders and official certificates in accordance with this procedure.

Article 29. Transitional Provisions

The Document Management Procedure of the European School is approved by the Director's order, and any amendments to it are implemented following the same procedure.

Journal N1

General Orders Registration

Start Date:

End Date:

Rules for Registering General Orders

General Orders Registration Journal records orders related to the approval of the school's statutes, rules, instructions, and other documentation (e.g., internal regulations, school curriculum, unified document management procedure) as well as other orders concerning the educational process and other activities of the school.

The numbering of orders is assigned as follows: first, the journal number is indicated (in this case, "1"), followed by a slash ("/"), the signatory's index, another slash ("/"), and the sequential number.

Examples:

1/1/1

1/2/2

1/1/3

1/2/4

Journal N2

Student Orders Registration

Start Date:

End Date:

Rules for Registering Student Orders

The Student Orders Registration Journal records orders issued by the Director concerning student movements. These include, for example, orders for student enrollment, withdrawal, promotion to the next grade, completion of levels, transfer to parallel classes, status suspension or reinstatement, imposition of disciplinary action, or commendation.

The numbering of orders is assigned as follows:

The journal number is indicated first (in this case, "2"), followed by a slash, the signatory's index, another slash, and the sequential number.

Examples:

2/1/1

2/1/2

2/1/3

2/1/4

Journal N3

Registration of Incoming Documents

Start Date:

End Date:

Rules for Registering Incoming Documentation

The Incoming Documentation Registration Journal records all documents received by the school, except for financial documents such as invoices, statements, payment receipts, and similar items.

The following types of documents are not subject to registration:

- a) Advertising notifications, posters;
- b) Brochures, books, periodicals;
- c) Personal correspondence and invitation cards;
- d) Other documents of a similar nature or content.

Assigning Numbers to Incoming Documents:

Each incoming document is assigned a number using the following format:

The journal number (index) is indicated first (in this case, the index is "3"), followed by a slash and the sequential number.

Examples:

3/1

3/2

3/3

3/4

Journal N4

Outgoing Documentation Registration

Start Date:

End Date:

Outgoing document No and date	Contents	Recipient and address	No of pages		Registration No of incoming document executed	Executor	Signature of individual accepting the document	Note
			Body	Annex				

Rules for Registering Outgoing Documentation

The Outgoing Documentation Registration Journal records all documents issued by the school.

Assigning Numbers to Outgoing Documents:

Each outgoing document is assigned a unique number using the following format:

The numbering of outgoing documents is assigned as follows: each outgoing document is first marked with the journal number (index) (in this case, index "4"), followed by the signatory's index, a slash, and the sequential number.

Examples:

4/1/1

4/2/2

4/1/3

4/2/4

Journal N5

Personnel Orders Registration

Start Date:

End Date:

Rules for Registering Personnel Orders

The Personnel Orders Registration Journal records orders issued by the Director and/or Administrative Manager concerning employees. These include orders for employee leave, dismissal, business trips, commendations, suspension of employment relationships, reinstatement of temporarily suspended employment relationships, and similar matters.

Each personnel order is assigned a unique number using the following format:

The journal number (in this case, "5") is followed by a hyphen, the signatory's index, slash, and the sequential number.

Examples:

5-1/1

5-2/2

5-1/3

5-2/4

Journal N6

Official Certificates Registration

Start Date:

End Date:

Rules for Registering Official Certificates

The Official Certificates Registration Journal records certificates issued by the Director and/or Administrative Manager concerning employees or contractors. These certificates include personal or confidential information related to their activities at the European School, such as salary or remuneration details.

Each certificate is assigned a unique number using the following format:

The journal number (in this case, "6") is followed by a slash, the signatory's index, another slash , and the sequential number.

Examples:

6/1/1

6/2/2

6/1/3

6/2/4